



CITY OF  
**GRAND RAPIDS**  
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## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** November 25, 2024

**AGENDA ITEM:** Consider accepting the resignation from Debra Moebakken from her position as Library Public Services Clerk and authorize Human Resources to begin the process of posting internally, advertising and hiring for the open position of Library Public Services Clerk.

**PREPARED BY:** Chery Pierzina, Human Resources Officer

### BACKGROUND:

Debra Moebakken has submitted a notice of resignation from her position as Library Public Services Clerk with the Grand Rapids Area Library, with an effective last day of employment of March 28, 2025.

Deb started as a regular employee at the library circulation desk in 2016. Previously, she filled in on an on-call basis. Deb is an organized, efficient, and conscientious worker who uses her many years of bookstore and library experience to help area residents solve a problem or find their next read. In Deb's resignation letter, she stated that she has thoroughly enjoyed working for the library and even hinted that she would be interested in temping again. The City of Grand Rapids appreciates Deb's contribution to outstanding customer service at the library. She will be missed.

Because of this resignation, we have an open Library Public Services Clerk position. We are requesting authorization for Human Resources to begin the process of posting internally, advertising, interviewing, and hiring for the open position of Library Public Services Clerk. This position works four (4) to five (5) days per week and is currently budgeted for 28 hours per week.

### REQUESTED COUNCIL ACTION:

Make a motion to accept the resignation from Debra Moebakken from her position as Library Public Services Clerk with the Grand Rapids Area Library, with an effective last day of employment of March 28, 2025, and authorize Human Resources to begin the process of posting internally, advertising, interviewing, and hiring for the open position of Library Public Services Clerk at the Grand Rapids Area Library.